



# Wisconsin Division of Public Health

**PROGRAM/GROUP:** Public Health Council – Executive Committee

**MEETING TITLE:** PHC Executive Committee Meeting

**LOCATION:** 1-877-820-7831 / Participant Passcode: 767377# OR 1 West Wilson Street, Room 250-D, Madison, WI 53703

**DATE/ TIME:** Friday, October 20, 2017 9:00 – 11:00am

## Context: (Purpose, Vision, Mission, Goal):

*The Public Health Council was created by 2003 Wisconsin Act 186 (Wis. Stat. §15.197[13]). By statute, the Council's purpose is to advise the Department of Health Services, the Governor, the Legislature and the public on progress in implementing the state's 10-year public health plan and coordination of responses to public health emergencies.*

**Meeting Facilitator:** Mary Dorn

**Meeting Recorder:** Cindy Virnig / María M. Flores

## Council Members Present

Ms. Mary Dorn, Dr. Gary Gilmore, Dr. Alan Schwartzstein

## Department of Health Services (DHS) / Division of Public Health (DPH) Staff:

María M. Flores DPH Minority Health Training Coordinator, Minority Health Program, OPPA

Margarita Northrop Population Health Services Fellow, OPPA

Cindy Virnig DPH Office Manager, OPPA

## Agenda:

Time:	Topic:	Lead:	Notes/Follow-up:
9:00 – 11:00am	Council Business:  1. Review and approve September 15, 2017 Executive Committee draft minutes  2. Review draft minutes of October 6, 2017 Public Health Council meeting	ALL  ALL	1. Dr. Gilmore moved to approve the minutes as submitted a. Dr. Schwartzstein seconded the motion b. September 15, 2017 Executive Committee minutes are approved  2. Dr. Gilmore moved to approve the forwarding the draft Council minutes to the full Council for approval. a. Mary Dorn seconded the motion b. <b>October 6, 2017 PHC draft meeting minutes will be forwarded to the full Council for approval.</b>



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	3. Committee assignments review	ALL	3. Committee assignments review a. <b>It was decided a message needs to go back to full Council regarding committee participation</b> i. Dr. Gilmore and Dr. Hoffman's names need to be added to the Public Policy Committee on the roster. ii. <b>DPH staff will make this change.</b> b. Dr. Schwartzstein requested the updated roster for the next EC meeting. i. <b>DPH staff will fulfill this request.</b>
	4. February Officer Elections a. Reappointment of Nominating Committee Members b. Important dates to consider	ALL	4. February Officer Elections a. Nominating Committee members were reappointed: Dr. Gilmore, Bill Keeton, Terry Brandenburg b. María M. Flores discussed some important dates for consideration prior to the Annual Meeting elections: November 1 (appointment of Nominating Committee – done); November/December (solicitation for Chair-Elect and Secretary will begin); January 17 (solicitation for Chair-Elect and Secretary will close); and January 19 (members to be notified of the candidate names for Chair-Elect and Secretary). c. <b>Dr. Schwartzstein will draft the letters to the Governor and Legislatures, to thank them for supporting the request for communicable disease funding. The drafts will go to the Public Policy Committee for review.</b> d. Dr. Gilmore made a motion to move into closed session for the purpose of discussing current and future Public Health Council membership, which might include personal confidential information not appropriate for open session per Wis. Stat. §19.85(1)(f). i. Dr. Schwartzstein seconded the motion and the vote was unanimous. e. At 10:10 AM, by unanimous vote, the Executive Committee moved out of closed session. No action was taken during closed session, but recommendation for further discussion of this matter in open session was made. f. At 10:11 AM, all matter having been covered, the Executive Committee meeting was adjourned and staff notified.
	5. Adjourn		

*Notes: The Department of Health Services is an equal opportunity employer and service provider. If you need accommodations because of a disability or need an interpreter or translator, or if you need this material in another language or in an alternate format, you may request assistance to participate by contacting Maria M. Flores 608.266.3716 or Cindy Virnig 608.264.7734. You must make your request at least 7 days before the activity.*